



POSITION DESCRIPTION

Position Title: Project Manager – Civil and Planning	
Organizational Unit: Operations	Department: Container & Multipurpose Terminal
Reports to: Chief Operating Officer	Date Prepared/Revised: March 23, 2021
Position Code:	Job Category: Management
Salary Grade:	Location: Takoradi, Ghana



Purpose: To effectively plan and follow up completion of Port readiness, Development & completion of construction and civil works with EPC/PMC contractors. Start understating on civil work, drawings and taking procedures. Observe the current/provisions if any for the relevant construct keeping the mind operations planning, cost & timeline.

Direct Reporting Positions: Civil & Construction team

Total Number of Employees in this Work Unit:

Essential Duties and Responsibilities

1. Hands on experience in managing, monitoring and administration of construction contracts.
2. Extensive knowledge on FIDIC Contracts (Silver, Red, White, Blue and Green Book);
3. Drafting RFPs, negotiations and finalization of contracts (EPC Construction Contract, PMC Contract, Equipment Contracts etc);
4. Pre-qualification of contractors/vendors.
5. Preparation of project budget.
6. Ability to monitoring project construction activities, cost and performance.
7. Conducting meetings with various contractors/suppliers and PMC.
8. Designing and controlling the project schedule.
9. Coordinate project management activities
10. Oversee project procurement management.
11. Draft, evaluate, negotiate, and execute contracts.
12. Provide contract-related issue resolution, both internally and externally
13. Monitor and complete contract close-out, extension, or renewal, as appropriate.
14. Review contract specifications on behalf of the company
15. Sourcing and engaging reliable suppliers and vendors.
16. Negotiating with suppliers and vendors to secure advantageous terms.

Essential Knowledge, Skills and Abilities

1. Minimum 5 to 10 Years' experience sourcing in port equipment,
2. Minimum 7 to 10 years of experience on Project Execution
3. Minimum of 2 to 3 years of experience on Port Construction
4. Container and Multipurpose Port
5. Berth, Yard & Navigational
6. Minimum 8 to 10 years' experience on
7. Civil Contracts, Negotiation, and Finalisation,
8. Estimation and Proposal management of ports
9. Extensive Knowledge PIMC or FIDIC project & contracts
10. Experience in preparation
11. Project budget
12. Monitoring progress & follow up on Expenses/Budget.
13. Worked/played major role in
14. Construction cost saving
15. Substations
16. Electricity cost saving initiative
17. Specialized Knowledge:
 - a. Must have extensive knowledge of terminal operations practices and principles.
 - b. Must have a working knowledge of managerial and leadership principles, with the ability to influence other management team members and lead a department of technically proficient individuals.

- c. Must have familiarity with all aspects of the systems support for the terminal, equipment, and work flow.
 - d. Must have extensive knowledge of safety, health and environmental issues as they affect the workplace, including local regulations, national requirements, and governmental agency requirements. Must be familiar with maritime codes.
 - e. Must have working knowledge of budget preparation and financial applications. This includes an understanding of basic accounting, statistics, problem solving, goal setting, and business applications.
4. Skills:
- a. Must be able to demonstrate strong leadership and influencing skills.
 - b. Must have demonstrated negotiation skills.
 - c. Must be able to exercise sound business judgment in order to set direction and establish priorities.
 - d. Requires excellent managerial skills, including planning, organizing, and directing work.
 - e. Requires good verbal and written communications skills in English, in addition to effective interpersonal skills.
 - f. Requires excellent analytical skills, including the ability to extract and analyze data.
 - g. Requires exceptional time management, due to fast-moving, demanding work environment.
 - h. Must be able to make effective presentations.
 - i. Must be able to exercise discretion and good judgment, with an ability to understand the effect of decisions overall in the company.
 - j. Must be able to handle company information with confidentiality and discretion.

Work Environment and Physical Demands

- 1. Office environment.
- 2. Required to observe all safety and health requirements for office environment.
- 3. Must have professional appearance, consistent with local customs.

Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

➤ Send resume and application to: bmx.hr@baymatrixgroup.com